Student Name

 1234 Hire Me Drive, Brownsville, Texas 78520 ❖ Phone 956-512-5132 ❖ Email name@hotmail.com

May 14, 2009

E. M. Ployment

Director of Recruiting

Company Co

567 E. Opportunity Way

Jobsville, USA 34567

Dear Mr. Ployment:

I am responding to the employment opportunity listed on your Web site. Please accept this letter and accompanying resume as evidence of my interest in applying for the (position title) at (company name).

I have the following experience (add experience here) and skills (add skills here) which makes me uniquely qualified for this position.

In addition, my academic record is in great standing:

|  |  |  |
| --- | --- | --- |
| Course | Academic Year | Grade Obtained |
| Computer Literacy Dual Enrollment | 2008-2009 | A |
| French | 2007-2008 | B |
| Spanish III AP | 2008-2009 | A |
| Economics | 2007-2008 | B |
| Accounting | 2008-2009 | B |

I would appreciate the opportunity to meet with you and discuss how my education, experience, and skills would meet the needs of your company. Attached is my resume for your consideration. I look forward to hearing from you.

Sincerely,

Your Name